


VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: <u>Higher Ed. Finance Office Preaudit Clk</u>	CLASSIFICATION CODE: <u>02456300</u>
	SALARY RANGE: <u>(317) 28753 - 31500</u>	REFERENCE POSITION NO.: <u>5550-10000-1941</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>6/7/2004 - 6/14/2004</u>
	Division/Section/Unit: <u>RI College</u>	GRACE PERIOD ENDS: <u>6/17/2004</u>
	Assignment(s) / Comments: <u>Summer Hours Begin 6-7-04 to 8-20-04 Monday - Friday 8:00 AM - 4:00 PM</u>	
	Shift and Days: <u>Monday - Friday 8:30 AM - 4:30 PM</u>	Job Location: <u>Accounting Office, Building 5</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement: Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>Council 94, Local 2879</u>	
	There is* <u>is not X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
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Statement of Duties	DUTIES / RESPONSIBILITIES:	
	SEE ATTACHED.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from high school, including or supplemented by courses in bookkeeping, accounting, computing, or related subjects; and Experience: Such as may have been gained through: employment with responsibility for the preparation and processing of voucher payments in a small state agency or private business operation, or employment with responsibility for a specific payment function or activity in a large state agency or private business operation. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Rhode Island College, Office of Human Resources 600 Mt. Pleasant Avenue, Providence, RI 02908 Attn: Fran Asels	Telephone #: <u>401-456-8443</u> Fax #: <u>401-456-8717</u> TTY/TDD #: <u>401-456-8216</u> (Telecommunication Device for the Deaf)
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE: HIGHER EDUCATION FINANCE OFFICE
 PREAUDIT CLERK**

**Class Code: 02456300
Pay Grade: 17A
EO: F**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the college/university's central financial office, to preaudit documents and/or computer files in connection with requisitions, vendor payments, purchase orders, miscellaneous encumbrances, adjustment vouchers, employee travel vouchers and imprest reimbursement vouchers in order to determine their accuracy and compliance with state policies, procedures, and propriety prior to payment; to preaudit and/or post financial information to an integrated financial system, after first determining the accuracy and appropriateness of data; to review various business processes used by college/university departments for effectiveness, economy, efficiency and compliance with federal and state laws, policies and procedures, as well as internal policies and procedures; to provide various services to the college/university, and act as a liaison between the college/university and other state agencies, vendors, etc., to facilitate the processing of financial data as needed; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a manager from whom assignments are received in outline form; work is reviewed for conformance with federal and state laws and rules, as well as college/university policies.

SUPERVISION EXERCISED: As required, supervises and reviews the work of assigned clerical support staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the college/university's central financial office, to preaudit documents and/or computer files in connection with requisitions, vendor payments, purchase orders, miscellaneous encumbrances, adjustment vouchers, employee travel vouchers and imprest reimbursement vouchers in order to determine their accuracy and compliance with state policies, procedures, and propriety prior to payment; to preaudit and/or post financial information to an integrated financial system, after first determining the accuracy and appropriateness of data; to review various business processes used by college/university departments for effectiveness, economy, efficiency and compliance with federal, and state laws, policies and procedures, as well as internal policies and procedures; to provide various services to the college/university, and act as a liaison between the college/university and other state agencies, vendors, etc., to facilitate the processing of financial data, as needed.

To assure the legality, accuracy, and propriety of college/university financial transactions by verifying their conformance to federal and state laws, personnel rules, contractual agreements, administrative regulations, and college/university policies and procedures.

To review various business processes utilized by college/university departments for economy and efficiency, and for compliance with federal and state laws, policies, and procedures, as well as college/university policies and procedures.

To provide service as required (e.g., advise and instruct various employees and campus offices concerning the proper processing of requisitions and various financial documents).

To operate computer hardware and software in order to process various payments through mainframe and/or personal computer-based systems, and to utilize personal computer-based software (including spreadsheets) and data systems for analyzing various documents and records.

To verify the posting accuracy of the payroll data to the accounting system, and to prepare correcting entries for any suspense discrepancies of the bi-weekly, student and monthly payrolls.

To enter, review, audit and correct financial data and update computer system.

To assign, batch and document numbers to various payment vouchers, receipt vouchers, adjustment vouchers, purchase orders, college requisitions, and miscellaneous encumbrances, allowing documents to be entered correctly into the college/university accounting system.

To review financial documents as to accuracy and appropriateness, as well as to prepare adjustment vouchers to correct documents, if necessary, prior to entering into college/university integrated financial systems.

To process transactions either through hard copy documents, on-line electronic vouchers, or any other medium source that may be utilized.

To send invoices to off-campus agencies on miscellaneous account receivables, and to follow up with these individuals/organizations to secure/insure payment.

To preaudit and/or postaudit various types of payments and/or reimbursements to college/university employees.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in the implementation and/or operation of the post and preaudit components of an accounting, accounts payable, or financial system for an institution of higher education, and the ability to apply such knowledge on assigned projects in an accounting or accounts payable office operation; a thorough knowledge of the preparation and processing of a variety of vendor and employee payments and reimbursements, purchase orders, miscellaneous encumbrances and adjustment vouchers; a working knowledge of office practices and the ability to apply such knowledge in recommending improvements in office procedures, use of forms, and the establishment and retention of relevant office records and files; a familiarity with spreadsheets, databases, and word processing computer software; the ability to review, preaudit, and post various types of accounting/financial data; the ability to lead assigned finance office staff engaged in performing a variety of functions for a large number of employees; the ability to interpret and apply rules and regulations relating to the function of the accounting and accounts payable office; the ability to determine the mathematical accuracy, legality, and propriety of various payment transactions; the ability to prepare clear and concise oral and written reports; the ability to establish and maintain effective working relationships with superiors, college/university departments and other state and private agencies and organizations and employees; the ability to maintain a current working knowledge of the latest requirements and developments in processing payment documents and other related areas; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from high school, including or supplemented by courses in bookkeeping, accounting, computing, or related subjects; and

Experience: Such as may have been gained through: employment with responsibility for the preparation and processing of voucher payments in a small state agency or private business operation, or employment with responsibility for a specific payment function or activity in a large state agency or private business operation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

Editorial Review: 3/15/03